



**STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB PROFILE**

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Update

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Formal Review

**Date Submitted** 1/18/2011

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***SECTION I - Identification***

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**Working Title:**

Accountant

**Department:**

Montana Department of Transportation

**Job Code Number:**

132115

**Division & Bureau:**

Administration  
Fiscal Operations Bureau

**Job Code Title:**

Accountant

**Section & Unit:**

Collections

**Pay Band:**

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**Work Address:**

2701 Prospect Ave  
Helena, MT 59620

**Position Number:** 21059

**Phone:**

(406) 444-7640

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FLSA Exempt

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FLSA Non-Exempt

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Non-Union

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MPEA

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Blue Collar

**Profile Completed By:**

Marie Stark  
Collections Section Supervisor

**Work Phone:**

(406) 444-7274

Incumbent

(406) 444-

Linda Hicks  
Bureau Chief, Fiscal Operations

(406) 444-6037

***Work Unit Mission Statement or Functional Description:***

The Fiscal Operations Bureau is responsible for providing the department with legal, efficient, timely, and accurate financial accounting systems and financial information to facilitate departmental decision making and maintain organizational effectiveness, efficiency, and accountability. The Bureau administers the collection, distribution, refunding, and accounting of the Department's revenue that includes federal reimbursements and motor fuel taxes. The Bureau also conducts internal and external reviews, and performance reviews to ensure legal compliance and financial efficiency in a manner consistent with professional standards. The external reviews primarily concern compliance and

enforcement of the motor fuel tax law. The bureau provides technical assistance to taxpayers on the proper procedures and accounting systems for complying with motor fuel tax laws and is responsible for the management, planning, development, implementation, and maintenance of all accounting and various financial information systems; financial operations; establishing policy, methods, and procedures pertaining to these operations; and providing biweekly payrolls, employee benefits payments, payroll deductions, tax deductions, and related information. The Bureau consists of the following sections: Collections, Accounting Systems Operations, Motor Fuels, and Payroll.

The Collections Section is responsible for the collection, processing and accounting for all monies owed to the department. This includes collections, cashiering, and transmittals. The section is also responsible for the collection and administration of motor fuel tax proceeds.

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***Describe the Job's Overall Purpose:***

This position serves as an Accountant in the Collections Section of the Fiscal Operations Bureau in the Department of Transportation. The position is responsible for performing a variety of technical accounting and collection activities including account reconciliation functions; working directly with a staff attorney from the MDT legal services unit to prepare documents; compilation of evidence, including documentary evidence; tracking the activities to make sure filing deadlines are met; training internal and external customers in all areas of fuel tax; researching and managing account credits on the VISTA-TS system; perform desk reviews; ensure that internal controls are followed for the checks and cash received by the Department; and providing related accounting and administrative tasks in support of the Collections Section. The position reports to the Collections Section Supervisor (position # 23007), and does not directly supervise other agency personnel.

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***SECTION II - Major Duties or Responsibilities***

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**A. Accounting Controls**

**70%**

Generate varying routine transactions on a daily basis, such as journals. Generate correcting journal entries and financial accounting and reporting needs as appropriate. Review coding for accuracy.

Each month, analyze account balances related to assigned accounts and resolve irregularities and unusual balances.

Analyze financial transactions to ensure consistent accounting treatment and compliance with Department and state accounting policy and procedures.

Reconciles and maintains collection accounts by utilizing knowledge of automated accounting systems (e.g., SABHRS, MMS, CARES, etc.), and MDT accounting policies and procedures. Communicates and resolves any issues that arise between customers, the Treasurer's Office, the Department, and others.

Comprehend and verify complex income tax information to determine qualification of agricultural refunds.

Analyze multiple systems including A/P to identify duplicate fuel tax refunds.

Verify that all checks delivered to the Collections Section are accounted for in a deposit prior to the deposits being delivered to the Treasury.

## **Level II**

Perform and monitor specific FYE procedures to ensure reasonable, accurate and consistent accounting treatment consistent with state and Department policies.

Analyze monthly account balances; research, resolve and reconcile irregularities, initiate correcting entries.

## **B. Compliance**

**20%**

Perform legal collection activities to obtain judgment. Make the determination after judgment is obtained whether further collection activity will be handled by MDT or an outside agency.

Participate in writing training and procedure manuals for new systems in the Collection Section and providing the training to internal and external customers.

## **Level II**

Manage the credits in the VISTA-TS system.

Troubleshoot identified issues with the fuel tax systems and financial information files and work with the vendor to correct the issues.

Prepare training and procedure manuals for the new systems in the Collection Section and provide training to internal and external customers.

Prepare and provide training to internal and external customers for all areas of fuel tax to include IFTA and refunds.

## **D. OTHER DUTIES**

**5%**

Document all day to day procedures in a desk manual and make adjustments to the manual within two weeks of a change. Identify operating efficiencies in procedures and make recommendations to supervisor on changes to improve efficiencies.

Participate in testing changes and offer suggestions for improvements to CARES, AP, BV/SS or other MDT subsystems to increase efficiencies or add to current functionality.

Performs a variety of accounting, collections and administrative work in support of the Collections Section activities as assigned by the supervisor. This includes special accounting research and projects; representing the section in workgroups and committees; exchanging information with agency staff, vendors, and the public; assisting with training of new staff; providing backup assistance for other Collections Section staff, and attending continuing education and training.

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***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

All duties are considered essential functions of the positions, except those noted in Section C:

***The following mental and physical demands are associated with these essential functions:***

## **PHYSICAL**

- Sitting for extended periods of time in a normal office environment
- Operation of standard office equipment

#### **MENTAL**

- Researching, analyzing, and verifying accounting information gathered from multiple sources.
- Analyzes information and follows complex procedures to resolve problems.
- Interprets and apply rules, regulations, laws, policies, and procedures
- Comprehends and interprets accounting and administrative documentation.
- Investigates issues and problems effectively and efficiently.
- Researching and collecting the information for collection activities on the accounts and preparing the legal documents for collecting the accounts receivable.
- Communicating information that can potentially cause an emotional response from the customer (e.g., angry, unaware of their responsibility, or unwilling to accept financial responsibility for damage they have caused) in a clear, concise and tactful manner.
- Communicates complex information in a clear and concise manner.
- Communicating effectively with a variety of parties who have different degrees of technical understanding of the accounts receivable process.
- Works with the public, including working with debtors on emotionally-charged collection issues.
- Decision Making; determining which collection method will be used for each account.
- Ensures accuracy, completeness, and quality of work.
- Maintains focus and effectiveness despite constant interruptions in managing multiple tasks and projects simultaneously without jeopardizing quality.
- Adapts time and resources in proportion to the importance of the task.
- Initiates action on projects and problems independently.

***Does this position supervise others?***

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**Yes**

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**No**

***Attach an Organizational Chart.***

Attached

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### ***SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.***

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#### **Critical knowledge and skills required for this position:**

##### **KNOWLEDGE:**

This position requires a thorough knowledge accounting policies and procedures; state and federal laws and regulations and accounting requirements; information systems; statewide accounting system software(SABHRS); research and data analysis processes; personal computer software applications (e.g., word processing, spreadsheets, etc.); and MDT policies and procedures.

##### **SKILLS:**

This position requires the ability to draw pertinent information from a variety of sources, including law enforcement, clerks of court, employers, debtors, etc., both verbally and in writing. The position also requires skill in the operation of a personal computer, related software and standard office equipment;

problem solving techniques; system analysis from multiple systems to identify errors as system or human; and effective written and oral communication.

**Behaviors required to perform these duties:**

See MDT Core Behaviors

To perform successfully in this position, the incumbent must be self-motivated; possess a strong work ethic; maintain a positive attitude; be able to handle sensitive or contentious situations; and enjoy working with and for the public. The ability to reason deductively and inductively and resolve conflicts through negotiation and persuasion is essential. The position requires the ability to effectively organize workload and prioritize and manage multiple responsibilities to meet established deadlines; communicate effectively orally and in writing; analyze complex situations and procedures; consider relative costs and benefits of actions; evaluate the effectiveness of processes; understand rules, regulations, laws, policies, and procedures and apply them appropriately; and determine the most appropriate response to complex situations.

**Education:**

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No education required                | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent    | <input checked="" type="checkbox"/> Related Bachelor's Degree            |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree                         |

**Please specify the acceptable fields of study:**

The required knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor's degree in Business Administration, Accounting, Finance or other related.

**Experience:**

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years         |
| <input type="checkbox"/> 1 year                       | <input type="checkbox"/> 4 years         |
| <input type="checkbox"/> 2 years                      | <input type="checkbox"/> 5 or more years |

**Other specific experience (optional):**

**Alternative Qualifications:**

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes    ☐ No

**Alternative qualifications include:**

Other equivalent combinations of education and experience may be considered on a case-by-case basis.

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***SECTION IV – Other Important Job Information***

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|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check  | <input type="checkbox"/> Other; Describe                   |

Other information including working conditions such as shifts, lifting requirements, travel or hours.

Valid driver's license required for travel to and from the courthouse in Helena.

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**SECTION V – Signatures**

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Signature indicates this statement is accurate and complete.

**Employee:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Immediate Supervisor:**

Name: Marie Stark \_\_\_\_\_ Title: Fiscal Operations Supervisor

Signature: \_\_\_\_\_ Date: 1/26/11

**Bureau Chief:**

Name: Linda Hicks \_\_\_\_\_ Title: Fiscal Operations Bureau Chief

Signature: \_\_\_\_\_ Date: 1/26/11

**Division/District Administrator:**

Name: Larry Flynn \_\_\_\_\_ Title: Administration Division Administrator

Signature: \_\_\_\_\_ Date: 1/26/11 \_\_\_\_\_

**Department Designee:**

Name: Jennifer Jensen Title: Chief Human Resources Officer  
Human Resources Division

Signature: \_\_\_\_\_ Date: \_\_\_\_\_